

# STN NEWS



Volume 2  
Issue 1

Indiana Department of Education - Dr. Suellen Reed, Superintendent of Public Instruction

Summer 2003

## Important Reminder:

- Send your Student Test Number data file on a **monthly** basis.
- Only include those students who are **currently attending** your school. Do not include those students who are no longer attending or who will be attending in the future.
- Stay current on all STN activity via the official STN Web site [www.doe.state.in.us/stn](http://www.doe.state.in.us/stn).

## Data Collection Window for Attendance Report Set to Close

The data collection for the DOE-AT report (attendance) began on June 16 and will last until July 11, 2003—the final date for submission.

The purpose of this data collection is to gather student attendance information. This attendance information will then be utilized for several purposes, including calculations in Adequate Yearly Progress (AYP) a key component of the federal *No Child Left Behind Act of 2001*.

During the required collection period (ending July 11, 2003), it is required that the DOE-AT file be submitted to the Department using the secured STN Application Center—check the processing results for errors, and check the reports in the message center for accuracy. If there are any errors or inaccuracies, you may correct your data file and transmit the file again until the end of the day on July 11. Special consideration will be given to schools with extended calendars.

To view the DOE-AT report layout and information regarding possible scenarios, visit [www.doe.state.in.us/stn](http://www.doe.state.in.us/stn), scroll down, and click on the “Attendance Layout” button on the left. □

If you have additional DOE-AT questions, comments, or concerns, please contact Amy Derby at 317-232-0808 or via e-mail at [aderby@doe.state.in.us](mailto:aderby@doe.state.in.us).

## Key Dates:

July 11, 2003: The DOE-AT is due.

August 4, 2003 - The ISTEP+ Bar Code (\*layout has changed since last year) label submission period begins.

August 25, 2003 - Testing Sample Expulsion (DOE-EX) File Begins.

August 29, 2003 - ISTEP+ Bar Code Labels Due.

September 5, 2003 - Testing Sample Expulsion (DOE-EX) File Ends.

September 8, 2003 - Expulsion (DOE-EX) Begins.

September 15, 2003 - STN Lookup Update, Testing Sample Pupil Enrollment (DOE-PE) Begins.

September 23, 2003 - Testing Sample Dropout Report (DOE-DR) Begins.

September 26, 2003 - Expulsion (DOE-EX) Due, Testing Sample Pupil Enrollment (DOE-PE) Ends.

## Important information:

Expulsion and dropout reports (DOE-EX) can, for the first time, be submitted along with your STN data file. However, if you are not comfortable with this format, it can still be submitted (for a one-year period) from a form available through the secured STN. There will be a trial submission period for the DOE-EX data from August 25 - September 5, 2003.

For additional information and the most recent updates, visit [www.doe.state.in.us/stn](http://www.doe.state.in.us/stn). □

# STN Calendar of Events

## August 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 ISTEP+ Bar Code Labels Begin	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Testing Sample Expulsion (DOE-EX) File Begins	26	27	28	29 ISTEP+ Bar Code Labels Due	30
31						

## September 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 Testing Sample Expulsion (DOE-EX) File Ends	6
7	8 Expulsion (DOE-EX) Begins	9	10	11	12	13
14	15 STN Lookup Update, Testing Sample Pupil Enrollment (DOE-PE) Begins; ISTEP+ Window Opens	16 Graduation Qualifying Exam (GQE) Testing Window Opens	17 GQE Testing	18 GQE Testing Window Closes	19	20
21	22	23 Testing Sample Dropout Report (DOE-DR) Begins	24	25	26 Expulsion (DOE-EX) Due, Testing Sample Pupil Enrollment (DOE-PE) Ends; ISTEP+ Window Closes	27
28	29	30				

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Student Test Numbers are confidential. No private nor governmental entity, including the state of Indiana or the Indiana Department of Education, will have access to the identity of individual students through their student test numbers, except local school districts.

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